

*United States Court of Appeals  
for the Second Circuit*



**Vacancy Announcement**

*April 3, 2012*  
*Reference #: FY12-23*

**Position Title:** Mail Room Clerk  
**(Summer Temp Position with a not-to-exceed date of 09/28/2012)**

**Location:** Office of the Circuit Executive, 500 Pearl Street, NYC, NY

**Salary Range:** CL 22 (\$28,235)  
depending on experience, current salary and qualifications

**Closing Date:** Open Until Filled

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**Position Overview:** The mail room clerk is responsible for the prompt processing and distribution of mail to include accepting, recording, sorting and distributing incoming and outgoing mail. The mail room clerk will deliver mail to multiple locations within the NYC vicinity and may be called upon to make emergency mail deliveries off-site. The clerk will handle telephone inquiries, make necessary copies, maintain records and perform other duties as assigned. Lifting of heavy boxes may be required at times.

**Requirements:** To qualify for a position at the CL-22 level, applicants must be high school graduates or equivalent and have at least one year of general office experience. College graduate preferred. Applicants should be computer literate and have excellent organizational and communication skills. **A valid Driver's License is required.**

**Submit cover letter and two resumes to:**  
*Evelyn Ortiz, Human Resources Director*  
United States Court of Appeals, Second Circuit  
500 Pearl Street, Room 540  
New York, New York 10007  
Attn.: Personnel, Reference #FY12-23

**THE APPLICANT SELECTED FOR THE POSITION IS SUBJECT TO A BACKGROUND CHECK**

**EQUAL OPPORTUNITY EMPLOYER**